



## **STAFF REPORT**

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### **Resolution Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, Approving Award of Contract to the Lowest Responsible Bidder for an amount not to exceed \$362,000, and Authorizing the City Manager to Execute a Phased Contract for the Installation of Crosswalk Lights and Active School Zone Radar Signs, City Contract Number 460**

Honorable Mayor and City Council:

#### **Summary**

City Contract Number 460 is for the phased installation of in-pavement crosswalk lights and active school zone radar signs at various locations throughout the City. Although the installation will be phased, all of the locations where installations are included are part of this contract to ensure that all the grant funds are obligated should the City Council decide to proceed with future installations.

The construction contract calls for the phased installation of the in-pavement crosswalk lights and the active school zone radar signs. Phase One will include the installation of the in-pavement crosswalk lights at three locations and the active school zone radar signs at one location. After a trial period, City Council will review the Phase One installation and provide direction as to whether or not any additional in-pavement crosswalk lights or active school zone radar signs should be installed.

#### **Background and Discussion**

The City of Belmont received a Safe Routes to School grant in the amount of \$372,690 for the installation of in-pavement crosswalk lights at 8 locations and active school zone radar signs at two locations. City Council directed staff to phase the installation of the in-pavement crosswalk lights and the active school zone radar signs. The first phase shall install the in-pavement crosswalk lights at the following three locations:

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- Ralston Avenue and Elmer Street
- Ralston Avenue and Villa Avenue
- Alameda de las Pulgas at IHM

City Council directed staff to install the active school zone radar signs only in the area of Ralston Middle School along Ralston Avenue.

All of the in-pavement crosswalk lights and the active school zone radar will be solar powered. A pedestrian must depress a pedestrian push button at the crosswalk to activate the in-pavement crosswalk lights. The active school zone radar signs are fully programmable to enable them to be in used for certain times of the day or days of the year. They can also be programmed to flash a "SLOW DOWN" message if vehicles exceed a specified speed.

City staff will meet with the affected neighborhoods after a trail period of the installation of the Phase One locations. City staff will then report to Council the neighborhood responses and comments and ask for direction on any additional installations. The following locations have been identified in the grant application and are eligible for funding:

- Ralston Avenue and Chula Vista Drive
- Ralston Avenue and Notre Dame Avenue
- Ralston Avenue and Maywood Drive
- Ralston Avenue and Pullman Avenue
- Alameda de las Pulgas and Garden Court

The other location proposed for active school radar signs is along Ralston Avenue in the area of Notre Dame High School.

There may be some flexibility in installing the in-pavement crosswalk lights or school zone radar signs in other locations in the City as long as the installation cost remains within the grant amount. An alternative location for the active school zone radar signs may be along Ralston Avenue between the freeway and Old County Road. Alternative locations for the in-pavement crosswalk lights need to be at uncontrolled intersections.

It should be noted that we must obligate funding for this project by September 30, 2004 and expend all of the grant funds by September 30, 2005 or we will lose the unspent balance of the grant. The City of Belmont is awaiting approval of the plans, specifications and estimate from the California Department of Transportation to obligate these funds.

The following outlines the proposed schedule for the project:

Caltrans Approval	September 2004
Contract Award	October 2004
Notice to Proceed with Phase One	November 2004
Phase One Completed	Winter 2004
Review of Phase One/Meet with Neighborhood Associations	Winter/Spring 2005
Council Review and Authorization to Proceed with Others	Spring 2005
Additional Phases Completed	Summer 2005

City staff will work with the Neighborhood Associations that may be affected by any installations to determine whether or not they support the installations at the remaining locations.

### **Fiscal Impact**

The engineer's estimate for this work is \$362,000 and is the first project of this type attempted by the City. A 10 percent construction contingency will also be funded, up to \$36,200, based on the bid amount. Funding for this project will be budgeted from the following accounts:

234-4312-3201-9030 (In-Pavement Crosswalk Lights)	\$373,000.00
234-4312-3201-8368 (In-Pavement Crosswalk Lights)	25,000.00
234-4312-3201-8610 (In-Pavement Crosswalk Lights)	<u>1,000.00</u>
	\$399,000.00

If the lowest responsible bid exceeds the engineer's estimate, staff will bring a recommendation to Council either to award with justification or to reject all bids.

### **Recommendation**

It is recommended that:

1. City Council approves City Contract Number 460 – Installation of Crosswalk Lights and Active School Zone Radar Signs contract plans and specifications.
2. City Council authorizes advertising for sealed bids from qualified construction contractors, and approve award of contract to the lowest responsible bidder for an amount not to exceed \$362,000.
3. City Council authorizes the City Manager to complete a contract with the lowest responsible bidder.

4. City Council authorizes a construction contingency of 10 percent of the contract award to be administered by the City Manager to address unforeseen conditions during construction.

**Alternatives**

1. Refer back to staff for further information
2. Deny the request

**Attachments**

1. Resolution

Respectfully submitted,

Bennett Chun, PE  
Associate Engineer

Raymond E. Davis, III, PE, PTOE  
Director of Public Works

Jere A. Kersnar  
City Manager

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PLANS  
AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS,  
APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN  
AMOUNT NOT TO EXCEED \$362,000.00, AND AUTHORIZING THE CITY MANAGER TO  
COMPLETE A PHASED CONTRACT FOR INSTALLATION OF IN-PAVEMENT  
CROSSWALK LIGHTS AND ACTIVE SCHOOL ZONE RADAR SIGNS,  
CITY CONTRACT NO. 460**

WHEREAS, safe passage to school is needed for children to cross Ralston Avenue and Alameda de las Pulgas; and,

WHEREAS, the Department of Public Works has prepared plans and specifications to install in-pavement crosswalk lights and active school zone radar signs as part of Safe Routes to School improvements along Ralston Avenue and Alameda de las Pulgas; and,

WHEREAS, the Department of Public Works has submitted the plans, specifications and estimate to the California Department of Transportation (Caltrans); and,

WHEREAS, the City of Belmont is awaiting approval for the plans, specifications and estimate from Caltrans; and,

WHEREAS, the City of Belmont must obligate funding for this project by September 30, 2004; and,

WHEREAS, the Safe Route to School Funds have been budgeted in Fiscal Year 2005 for this project.

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Council approves City Contract Number 460 plans and specifications.
2. The City Council authorizes advertisement for sealed bids from qualified construction contractors subject to and conditioned upon receipt of the approval of the plans, specifications and estimate from Caltrans.
3. The City Council approves award of contract to the lowest responsible bidder for an amount not to exceed \$362,000.
4. The City Council authorizes the City Manager to complete a contract with the lowest responsible bidder.
5. The City Council authorizes a construction contingency of 10 percent of the contract award to be administered by the City Manager during construction.
6. Funding shall be from Account Numbers: 234-4312-3201-9030; 234-4312-3201-8368; and 234-4312-3201-8610.

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I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on August 10, 2004, by the following vote:

AYES, COUNCIL MEMBER(S): \_\_\_\_\_

NOES, COUNCIL MEMBER(S): \_\_\_\_\_

ABSTAIN, COUNCIL MEMBER(S): \_\_\_\_\_

ABSENT, COUNCIL MEMBER(S): \_\_\_\_\_

\_\_\_\_\_  
Clerk of the City of Belmont

APPROVED:

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Mayor of the City of Belmont